AL.2.1985-96

# Subject Guide to the Dewey Decimal Classification for Small Schools

## Program Delivery

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Alberta
EDUCATION

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# SUBJECT GUIDE TO THE DEWEY DECIMAL CLASSIFICATION FOR SMALL SCHOOLS

ALBERTA
EDUCATION
1985

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PLEASE READ CAREFULLY BEFORE BEGINNING TO CLASSIFY LIBRARY MATERIALS

This very simplified *Subject Guide To Dewey Decimal Classification For Small Schools* has been prepared to meet the needs of small schools with collections under 5000 items.

Some subjects listed do not appear in any recognized sources for assigning subject headings, but they have relevance for the Alberta Curriculum.

PLEASE NOTE:

Cataloguing and classifying a school library collection is a long, hard, tedious, expensive undertaking!

* Wherever possible use commercial cataloguing - it is cheaper and much more effective. A list of firms from which this cataloguing can be obtained is available from Alberta Education on request. Ask for *Book Jobbers*.

* If you must do your own classifying . . . .

How to classify books according to the Dewey system:

1. Analyze the work:

   a) Check the title - but remember it may be misleading.
   b) Check the table of contents.
   c) Check the "blurb" for a brief description of the book.
   d) Check with a subject expert (teacher) or a reference book if you are unsure of the subject.

2. Remember that:

   a) Works often cover two or more subjects, but can have only one classification number. Choose the most important subject and classify it there, then make an additional subject card(s) using the other subject(s).
   b) Works may deal with one or more aspects of a subject. Thus, FISHING as an industry is 639.3, as a sport it is 799.1 while the zoological aspect of fish is 597.
   c) Choose the most specific number given. Thus a book on Volcanoes would be classed in 551.2 - not in 550 for Earth Science or 500 for Science.

3. Determine the subject of the book e.g., *Consumer Education*. Look alphabetically under this subject. The Dewey number is 640.73; the number to be used.

a) Use only the subject headings in CAPITAL letters.
b) Use your shelflist to help decide if you have the correct number. Do other books on the same subject have the same number?
c) Use a selection aid such as the *Junior* or *Senior High School Catalog* to help you. Many wholesalers and some publishers' catalogues also provide classification numbers. Most new books will have classification and cataloguing information on the back of the title page. Use it.
d) Use the names of countries as subjects.
e) Use the names of animals as subjects.

4. Remember that:

a) Most library collections are broken into three major subdivisions:
   i) Fiction (use the first three letters of the author's last name.
   ii) Non-Fiction (for which Dewey is used).
   iii) Easy (picture books). Use a symbol under the author's initials e.g., + or 0.
b) Encyclopedias, dictionaries, almanacs, etc., are further separated from the main non-fiction collection for easy access and distinguished by an R (Reference). For example, *WORLD BOOK* would be: R
   030
   Wor
c) These subject headings can also be used for the pamphlet file.

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Special thanks to David Brown, Reference Librarian and Cataloguer, University of Calgary, for revisions in this 1985 edition.

Further information on classifying and cataloguing may be addressed to:

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T5K 1K4

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